

CONFIDENTIAL

Approved For Release 2002/07/12 : CIA-RDP79-00065A000200040036-6

## ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations should be used in the "TO" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "TO" column. Each officer should initial (check mark insufficient) before further routing. This Routing and Record Sheet should be returned to Registry.

FROM:

Chief of Logistics *JS*

NO.

DATE

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. Acting Comptroller			14 June 54	<i>JS</i>	
2. <i>TAS</i>			<i>JS</i>	<i>JS</i>	
3.					
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# Office Memorandum • UNITED STATES GOVERNMENT

## CONFIDENTIAL

TO : Acting Comptroller

DATE: JAN 11 1954

FROM : Chief of Logistics

SUBJECT: The Use of Symbol XG as a Prefix to the Identification Number Assigned to all Contractual Documents Wherein Disbursement is to be Under the Vouchered Funds Procedure

1. Reference is made to memorandum of 25 November 1953, subject, "Allotments and Disbursing of Funds in Connection with the Procurement of Operational Materiel". In Paragraph 5 you request that this Office use the symbol XG as a prefix to the identification number assigned to all contractual documents which are intended for eventual disbursement under the vouchered funds procedure. The use of the symbol as a prefix on all contractual documents wherein disbursement will eventually be made under the vouchered funds procedure, including formal contracts, informal contracts (purchase orders, letter orders [redacted] etc.) is believed impracticable for several reasons:

a. Normally when the symbol XG is used as a prefix the number which follows the symbol is issued in numerical sequence. The informal contracts (purchase orders) are numbered in the same series as the requisitions, and it is impracticable under present numbering system, to issue these in a consecutive numerical sequence. The form used for this type of purchase is overprinted with the Agency's name together with billing instructions to bill the Fiscal Division, 2430 E Street, N. W., Washington 25, D. C. Therefore, using the prefix XG on this type of purchase would serve no purpose since the forms themselves indicate that disbursement is to be made under the vouchered funds procedure.

b. With respect to using the symbol XG in connection with letter orders [redacted] it would be impracticable due to the fact that we already have several symbols set up for the various [redacted] establishments and if the additional prefix XG is used it would create confusion. Moreover, the use of XG on this type of purchase would not be desirable from a security standpoint. Although the symbol is not a registered symbol with the General Accounting Office, it is possible to relate the symbol with the Agency without too much difficulty.

2. It was our understanding at the time the XG symbol was assigned to the Agency by General Accounting Office, that the symbol was to be used in connection with formal numbered contracts and related documents in accordance with procedure outlined in General

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Accounting Office Regulation 51. There is attached hereto, copy of present procedure used in numbering procurement documents. You will note that the XG symbol is only used for overt formal contracts.

3. In view of these circumstances, it is requested that Paragraph 5 be revised to provide that the symbol XG be used only as a prefix to the number of formal contracts, and not as a prefix to the numbers of informal contracts, (purchase orders, letter orders to  and related procurement documents) which are intended for eventual disbursement under the vouchered procedure. All contractual documents, including both formal and informal, which require eventual disbursement under the unvouchered procedure will be conspicuously marked "Disbursement by Unvouchered Procedure".

JAMES A. GARRISON

Attach

LO/PD/GDT:mpm (6 Jan. 1954)

Distribution:

- 1 - LO
- 1 - PD Off. file

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Next 2 Page(s) In Document Exempt

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TMS

Chief of Logistics

Deputy Comptroller

The Use of Symbol "XG" as Prefix to the Identification Number Assigned to Contractual Documents that are to be Disbursed Under the Vouchered Funds Procedure

1. Reference is made to your memorandum dated 11 January 1954 and to paragraph 5 of our memorandum of 25 November 1953 relative to the use of the prefix "XG" on all contractual documents which are to be disbursed under the vouchered funds procedure.
2. After a review of the various contractual documents in use by the Agency together with the current procedure covering the identification of such documents and giving consideration to the security aspects of using the "XG" symbol on certain documents which are issued to other Government agencies paragraph 5 of the 25 November 1953 memorandum is modified to the extent that the symbol "XG" will be used only on formal contracts that are to be disbursed under the vouchered funds procedure.
3. In accordance with the foregoing, it is understood that under the current procedure covering identification of procurement documents all documents that are to be disbursed under the vouchered funds procedure will be identified as follows:

<u>Symbol</u>	<u>Definition and Use</u>
XG	GAO assigned symbol used for all types of overt contracts, both negotiated and advertised.
RD-XG	Used for overt research and development type contracts, both negotiated and advertised.
IA	Inter-Governmental agreements, used for formal agreements with other Federal departments and/or agencies.

25X1

~~SECRET~~

Symbol

Definition and Use

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25X1

**Purchase Orders**      To be identified using the procurement requisition number prefixed by the Fiscal Year. Example - 54-1, 54-2, 54-3, etc.

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25X1

TAS/REW:kdm (25 Feb 54)

**Distribution:**

- Orig. - Addressee
- 1 - Signer's Copy
- 1 - Budget Division
- 1 - Fiscal Division
- 1 - Finance Division
- 1 - TAS Chrono
- 1 - TAS Return ✓

TO : Chief of Logistics

FROM : Deputy Comptroller

SUBJECT: The Use of Symbol "XG" as Prefix to the Identification Number Assigned to Contractual Documents that are to be Disbursed Under the Vouchered Fund Procedure

1. Reference is made to your memorandum dated 11 January 1954 and to the 5th paragraph of our memorandum of 25 November 1953 relative to the use of the prefix "XG" on all contractual documents which are to be disbursed under the vouchered fund procedure.
2. After a review of the various contractual documents in use by the Agency together with the current procedure covering the identification of such documents and giving consideration to the security aspects of using the XG symbol on certain documents which are issued to other Government agencies paragraph 5 of the 25 November 1953 memorandum is modified to the extent that the symbol "XG" will be used only on formal contracts that are to be disbursed under the vouchered funds procedure.
3. In accordance with the foregoing, it is understood that under the current procedure covering identification of procurement documents all documents that are to be disbursed under the vouchered fund procedure ~~other than formal contracts~~ will be identified as follows:

Symbol

Definition and Use

IA

Inter-Governmental agreements, used for formal agreements with other Federal Departments and/or agencies.

WASH

Used for unclassified order documents placed with the Department of the Army

25X

*XG-6770 Assigned Symbol used for all types of over contracts, both negotiated and advertised used for over 12 months & developed type contracts, both*

Symbol

Definitions and Use

X1

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PURCHASE ORDERS — TO BE <sup>IDENTIFIED</sup> ~~IDENTIFIED~~ ~~CONSIDERED~~ USING  
THE PROCUREMENT REQUESTION NUMBER  
PREPARED BY THE FIELD OFFICE. EXAMPLE  
54-1, 54-2, 54-3, etc.

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25X

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2/24/55  
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